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NEOPA Newsletters

NEOPA-Nebraska Educational Office Professionals
Association

Spring 2009

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2009-2010 NEOPA Officers Installed



2009-2010 NEOPA Officers are: (from left to right)
Becky Hastings, Sue Gilleland, Kim Bates, CEOE (out-going treasurer Linda Teach, CEOE is standing in for her),
Mary Guest, CEOE, Diane Wasser, CEOE, and Carol Reed, CEOE.

On April 17th, UNOPA hosted the 2009 NEOPA Spring Conference at the Southeast Community College Continuing Education Center. The format this year was altered from years past. Still in place was the delicious continental breakfast, the opening remarks, the flag ceremony, the morning keynote speaker and a fabulous lunch with business meeting. The afternoon followed standard format by having two breakout sessions with two presentation choices for each session.

This year there was no evening installation banquet following the day's activities, instead the lunch/business meeting time was extended to include the installation of officers. In lieu of a formal reception following the banquet, attendees of the Conference were invited to partake of a piece of celebration cake during the "wrap-up" and closing ceremonies.

The change in format seemed to be well received especially since it allowed those traveling from a distance to get home earlier. Congratulations to the following officers. May all be encouraged to go "Above and Beyond and Make the Difference".

Becky Hastings:	Past President/Field Service Committee Director
Sue Gilleland:	Secretary
Kim Bates, CEOE:	Treasurer (who was unable to attend the conference)
Mary Guest, CEOE:	Vice President/Meetings Coordinating Committee Director
Diane Wasser, CEOE:	President-elect/Membership Committee Director
Carol Reed, CEOE:	President



Carol Reed, CEOE, displays the cake made in honor of her installation as the 2009-2010 NEOPA President.

83 NEOPA members, 22 non-members, and eight luncheon guests were in attendance. See the professional growth articles on pages 12 and 13 for more information.

From the Editors



The NEON is going Green.

If you would like to be added to our email notification list rather than receive a printed copy, please contact the Newsletter Committee Directors at:

Suzanne Penn
supenn1@wsc.edu
OR
Cindy Franzen
cifranz1@wsc.edu



Each 36 page black and white NEON costs approximately \$1.80 to print and approximately \$1.30 to mail out individually.

Thank You

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Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use.

~ Earl Nightingale



Corrections!

In the Fall issue, page 13 National Conference News, media awards listing: LPSAOP—Angie Bushman should read LPSAOP—Angie Rushman.

In the Fall issue, page 21 Affiliate News, UNOPA article submitted by Mary Guest. The fifth paragraph, second sentence should read: "Johnny Carson donated \$5.3 million to the University of Nebraska Foundation to expand and renovate the Temple Building."

In the Winter issue, page 11 Committee Reports, nominating committee article: Committee Member Carol Stephens (casteph1@wsc.edu) was inadvertently omitted from the list.

President's Message

PRESIDENT'S MESSAGE

It's hard to believe that the 2008/2009 NEOPA year will be coming to a close in a couple of months.

As you read this issue of the NEON many of us will have "Made a Ripple, Made a Wave, Let Our Talents Shine Through" at the Spring Conference which was hosted by UNOPA on April 17, 2009. We will have also installed the new officers for 2009/2010 at this conference. I would like to thank those individuals that agreed to have their name on the ballot and congratulate those that were elected to office!

I know that many individuals from our organization have "stepped up" and agreed to chair/co-chair or be on a committee for next year's Central Area Professional Development Day/NEOPA Spring Conference and the National Conference which NEOPA will be co-hosting.

These are just two great examples of how the success of NEOPA keeps growing.

I have thoroughly enjoyed serving as President of NEOPA this last year – I've grown, learned, and made new friends. I'm hoping that as this year comes to a close and the "new year" starts that everyone continues to help NEOPA become more successful than we already are.

Remember – THE KEY TO SUCCESS IS YOU!

Becky

Becky Hastings
NEOPA President



Presidential Logo and Theme



**Becky Hastings
2008-09 NEOPA
President**

Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel education.



2008-2009 Board of Directors



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The best leader is the one who has the sense to surround himself with winning people.—
unknown

2008—2009 Calendar of Events

Web Site Addresses

NEOPA

<http://neopa.unl.edu>

LPSAOP

<http://lpsaop.lps.org>

UNOPA

<http://unopa.unl.edu>

NAEOP

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June 30, 2009 Tuesday	NEOPA Membership Renewal Deadline Mail completed Membership Form and Dues to NEOPA Membership Director
July 4, 2009 Saturday	U.S Independence Day Have a safe and wonderful Holiday!
July 20 to 24, 2009 Monday - Friday	NAEOP Annual Conference and Institute Bloomington, MN
August 2009 TBD	NEOPA Board Meeting Lincoln, NE
August 31, 2009 Monday	NEOPA Educational Administrator of the Year Application Packets Due to the NEOPA Awards Director
October 2, 2009 Friday	NEOPA Fall Workshop Omaha, NE - SAVE THE DATE!

Thank You

NEOPA Members...

Thank you for the gift certificate to Barnes & Nobles, I love to read, so I will be looking for a new book soon! I am honored to be NEOPA's President for the upcoming year. Thank you for all who attended the State Spring Conference and shared in the excitement. I look forward to launching into the next year and going "Above & Beyond" together! Our members do make a difference!

Carol Reed

2009-2010 NEOPA President

Meet Your Board of Directors

Debbie Doolittle, CEOE—Publicity Committee Director



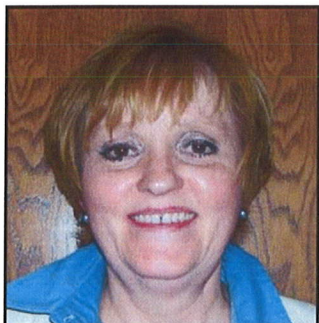
Debbie Doolittle, CEOE
Publicity Committee Director

I started full time with Lincoln Public Schools on May 2, 1994. Before that I was a substitute for both para-educators and secretaries. I also was a stay-at-home mom. I work year round in the Educational Service Unit #18 in the assessment area. My responsibilities are mainly with the assessments given in the schools. Some of the assessments given in the schools are Criterion Reference Tests (CRTs) in English Language Arts, Math, Science, and Social Studies; Iowa Test of Basic Skills (ITBS); Statewide Writing Assessment; Stanford Diagnostic Reading Tests (SDRT); Cognitive Ability Test (CogAT); and Graduation Demonstration Exams (GDE).

I have been a member of LPSAOP since the 1994-1995 school year. I am also a member of NEOPA and NAEOP since the 1999-2000 school year. I received my CEOE on January 15, 2000. I have served on several committees for LPSAOP and NEOPA. I have attended four national conferences.

I am married to Daryl for 29 years on August 11. We have two beautiful daughters, one son-in-law, and two grandchildren. Amanda is 28 and a librarian with the Higley School District in Phoenix, Arizona. She is married to Mike and they have Kaeden, who will be two and a half at the end of May and Bailey, who turned 5 months on May 17. Mike is a teacher in the Florence school district. Holly is 25 and is a teacher in a daycare setting. She also works two other jobs to help pay off her educational loan. We live in the small town of Cortland. My husband and I enjoy reading, hiking, camping, canoeing, playing horseshoes, and being with family.

Cheryl Wood—Vice Pres./Meetings Coordinating Comm. Dir.



Cheryl Wood
Vice Pres./Meetings Coordinating
Committee Director

I began my career with LPS in 1991 as Secretary to the Health Services Supervisor where I served for 13 ½ years. In June, 2004 I moved to the position of Executive Secretary/Office Manager for Student Services. I have enjoyed my years in Student Services and consider it a great place to work.

I was born and raised in Blair, Nebraska and married my high school sweetheart. We celebrated our 39th wedding anniversary in April and I'm happy to say that he is still my sweetheart! He has been working for the Nebraska Air National Guard since we moved to Lincoln in 1979. We are blessed with three grown children and 6 grandchildren. Our oldest daughter and family live in Longmont, Colorado and my son and family live in Lincoln, as does our youngest daughter.

I joined LPSAOP back in 1991 when I first started with LPS. I have served as Safety Chairman for numerous years, Recognition Chairman, and Historian for LPSAOP. I have also served on numerous committees including the fall get-together and spring dinner. I have been a member of NEOPA and NAEOP for a number of years and received my PSP in 2002. I recently upgraded my PSP to Advanced III, Option I, CEOE. It required work and commitment, but was well worth the effort as I was able to accomplish a goal. I have attended many state conferences and attended the national conference in Seattle, Washington in 2007 and Denver, Colorado in 2008. I have enjoyed all the wonderful opportunities for professional growth as well as an avenue to meet great people. Serving on the board of NEOPA this year has been enjoyable and rewarding. I encourage all members to become involved and help make a difference!

In my spare time I enjoy walking with my husband and spending time with family and friends.

Meet Your Board of Directors

Donna Straight—Scholarship Committee Director

I have been with the Lincoln Public Schools for the past 16.5 years. At Lincoln High School for eight years as a Para Educator then for three years as a Secretary in the Counseling Office and then two years as the registrar. I am currently at Lincoln East High School as the Athletic Secretary for the past 3.5 years. I have a great job working with great people. I feel very blessed. I am a member of LPSAOP for the past 8.5 years. I have served on several committees during this time. I have been a member of NEOPA and NAEOP for the past 5.5 years and received my PSP in 2003 and recertified in 2008.

I am married to my wonderful husband, Richard for 29.5 years and we have lived in Lincoln for 16.5 of those years. We have one grown daughter who just celebrated her first anniversary. Maegen and Matt live in St Louis and she is a first year orthopedic resident and he is an athletic trainer for a college in St Louis. As you can imagine they are very busy. We have two dogs. Cooper who is 4.5 and a new 13 week old puppy (lots of work!), Brie. They are my husbands hunting buddies. I enjoy reading, cooking and serving in our church.

Thank you for allowing me to serve on the board. I am excited to get to read all the applications and what an honor to chose one deserving student to benefit from this wonderful scholarship that is offered.



Donna Straight
Scholarship Committee Director

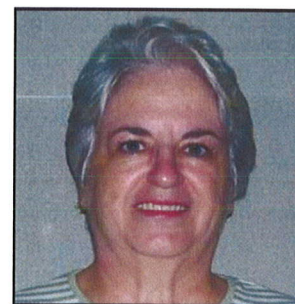
Peg Johnson—Bylaws Committee Director

I have been with the University for 24 years. Currently, as an administrative technician, I work directly with our director scheduling meetings, reconciling several cost centers, processing invoices for payment, initiating PAFs, and assisting with the general operations of our office. Fortunately, my department has been very supportive in my professional development.

I am currently a member of UNOPA, NEOPA, and NAEOP. I had been a member of UNOPA for several years prior to rejoining in 2002. I served on the professional development growth committee for two years, held the elected position of corresponding secretary, treasurer, and currently am the President-elect. The exciting part of this position is the fact that you and your committee are responsible for the programming at the general meeting. I'm looking forward to May when I will be installed as the President. I have to share that being on the UNOPA board has broadened my horizons. And it is fun getting to meet and/or work with a variety of people who have similar goals; plus building friendships with members you might not have had the opportunity to if you had not met them through UNOPA.

As a member of NEOPA, I have served on the nominating committee, the ways and means committee, and am the current by-laws director for the second year. As a member of this board, you have the opportunity to meet and/or work with people from the different organizations within NEOPA. My committee mainly corresponds via email because we are from different organizations. I am very excited about the upcoming NEOPA workshop, with UNOPA as the host. I am also looking forward to attending the NAEOP conference in Minnesota in July 2009.

As for my life outside of work, I live in southeast Lincoln with my husband Dick, where we raised three great boys (38, 34, and 27). We enjoy our four grandchildren. In my free time I enjoy quilting and have finished a number of miniature quilts, a lap quilt, and a baby blanket. I also had the opportunity to serve on a committee to make coasters for the first timers at the national conference in Colorado.



Peg Johnson
Bylaws Committee Director

Meet Your Board of Directors



Carol Packard, CEOE
Professional Standards Committee
Director

Carol Packard, CEOE—Professional Standards Committee Director

I'm a native Nebraskan who loves to travel. I've also learned that as much as I love to travel, I appreciate returning to Nebraska's open spaces. I've lived in Lincoln over 40 years. I've been married to Steve those 40 years, and we have a son Chad, daughter Dana, and son-in-law Rusty, who also are all in Lincoln now. I have three grandchildren, Wyatt, Luci, and Jarod.

I've been employed by Lincoln Public Schools for 24 years at three different schools, currently at Bryan Community as secretary to the principal. I've been active in LPSAOP for at least 15 of those years. I have been involved with the PSP program in some capacity for about 12-13 years. I believe it's a great program, and enjoy helping our members through the PSP application process.

Lisa Morehouse, CEOE—Meetings Guidelines Revisions Director



Lisa Morehouse, CEOE
Meetings Guidelines Revisions
Director

I grew up in Ravenna, Nebraska and graduated with a class of 46 students in 1977. I attended Nebraska Wesleyan University where I received a degree in Elementary Education. While attending Wesleyan, I met my husband Kevin. We have been married for 27 years. We have one son, Brian, a freshman at Pius.

I began my employment with Lincoln Public Schools in 1992 after a 13 year career in retail management with the ½ Price Stores, now known as Gordmans. My first position with LPS started in the Purchasing department where I worked as a Bid Specialist until 1997. In February of that year, I was hired as the Office Manager in the Human Resources department and have been there ever since. My current job involves coordinating the activities, responsibilities and schedules for our administrators and technicians as well as supervising a 13 member support staff.

I have been an active member of our local association, LPSAOP, since 1992. I served as President-Elect, President and Past President as well as being chair for Negotiations, By-Laws and PSP. I received my PSP certification--Bachelors level, CEOE in 1999 and recertified in 2007. This year I am serving as Presidential Advisor to President Lila Comer.

In 1996, I joined NEOPA. I served as committee director of numerous committees as well as President-Elect, President and Past President. In 2005, I was honored to be chosen as the NEOPA Educational Office Professional of the Year.

On the National level, I have been a member since 1996. I have served on various committees including: PSP, Advisory & Affiliations, Foundation Liaison, Membership and Publications. I also had the distinct honor of serving on the NAEOP board for two years as Administrative Council Chair. This year I am serving as Institute & Briefings co-chair for the NAEOP 2010 Conference being hosted by Central Area in Kansas City.

The time and effort that I have put into each of these educational office associations over the last 16 years has been one of the wisest investments I have made. This involvement has afforded me opportunities to not only improve my skills as an office professional and as a leader but has enabled me to gain confidence and grow as an individual. My investment has been rewarded many times over with professional skills that help me strive to achieve more each day at work and lifelong friendships that sustain me day in and day out. I encourage all of you to get involved with our educational office associations! You will never regret your involvement and your investment will be returned many times over!

Meet Your Board of Directors

Peg Aldridge, CEOE—Finance Committee Director

I have been a member of NAEOP, NEOPA and LPSAOP since 1999. I began working for Lincoln Public Schools ten years ago at Lincoln High and spent four years there as their bookkeeper. The last six years I have been the bookkeeper at Southwest High School. I have served as NEOPA Ways and Means Director, Treasurer, Vice President, Archives Director, Finance and Records Director and as a member of the Scholarship Committee. I have served as both a Spring conference chair and co-chair.

My husband, Gary and I have four sons, two hand picked daughters, five grandsons and one granddaughter. They all live in Lincoln and keep us the very best kind of busy. My hobbies include sewing, puzzles, movies both old and new and cross stitch. My movie collection includes all of the Oscar winning Best Picture movies. I love to cook and read. I also enjoy archive work and digging into the history of things.



Peg Aldridge, CEOE
Finance Committee Director

Linda Leudtke, CEOE—Ways and Means Committee Co-Director

I am currently in my fourth year working as the Administrative/Financial Assistant to Dean Giacomo M. Oliva (NAEOP's Administrator of the Year in 2007) in the Hixson-Lied College of Fine & Performing Arts at UNL. I am handling all finances for the college as well as being Dean Oliva's personal assistant. This is an exciting college and I enjoy my work very much. Before joining this College, I worked in the College of Arts and Sciences (5 yrs) as an assistant to two Associate Deans and in Industrial & Management Systems Engineering (6 yrs) as a secretary.

During my 15 years in UNOPA, I have served as Recording Secretary, Committee Director (Summer Social) and a member of various committees (Awards, Professional Growth, Ways & Means). I have been a member of NEOPA for six years and I have served as Recording Secretary, Ways and Means Co-Director and on various other committees. I have helped with and attended many workshops and conferences over the years. This year my big project as Ways and Means Co-Director has been collecting recipes, having them typed, and assembling the NEOPA cookbook for publishing. That part of the project is now finished and we have a wonderful cookbook of delicious recipes for sale as a fund-raiser for our organization. Let me know if you want one.



Linda Leudtke, CEOE
Ways and Means Committee
Co-Director

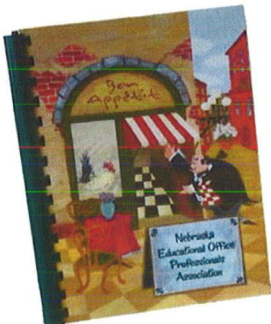
In 2004, I joined NAEOP and attended my first national conference in Boston. There, I received my Advanced Level III, Option I, PSP and my CEOE. Five years has gone by fast and I need to renew my certificate this year. Since my first conference I have attended several more. NAEOP conferences are great opportunities for professional growth and you meet many wonderful people.

On a personal note, I have been married to my husband, Keith, for 42 years. We both grew up in Arcadia, NE. My husband has worked 37 years for the City of Lincoln at the Water Treatment Plant. We have three grown children who are all married. We have five grandchildren and one of my favorite pastimes is playing with them. They are growing up too fast as the three youngest are now seven.

My husband and I like to travel and we love to go on cruises. Our next cruise will be to Bermuda to find out how much the islands have changed in 40 years. We lived in Bermuda the first three years of our married life when my husband was stationed there at the Air Force base. Nice honeymoon. My first office professional job was on the base in the personnel department, when I only had a typewriter without a correction tape. Those forms in triplicate with carbons were terrible if you made a mistake. I'll take my computer any day over those old typewriters. For fun, I like to do puzzles, read, and go to garage sales.

Committee Reports

NEOPA Cookbooks Available For Sale



The Nebraska Educational Office Professionals Association (NEOPA) still has some cookbooks left to sell. There are 350 of member's favorite recipes in each book, along with helpful hints, quick fixes and cooking terms. These cookbooks have been very popular with lots of people giving it high marks for good practical, tasty recipes. If you would like to purchase a book for yourself or give as a gift (birthdays, new apartment or home, etc.), please contact either Barbara Homer, 472-3677 or Linda Luedtke, 472-9354.

Donation: \$10 each
(Donation is not tax deductible.)

Thank you in advance for supporting this great fund-raising project!

NEOPA Ways and Means Committee
Barbara Homer and Linda Luedtke, Co-Directors
Kathy Bennetch, Patricia Liedle, Gretchen Walker, Committee Members

Professional Standards Program

Have you been putting off going for your Professional Standards Certification? Maybe you started, but got discouraged, or your schedule got too busy and you put it aside? As PSP chair I am hoping to make this the year that you decide to either get started, or work towards finishing your application.

I remember how frustrated and confused I felt when I was working on my PSP application. From that point, I decided my goal would be to get involved in the PSP program; first, at the local level, then at state. I wanted to help others through the application process who might be feeling the way I did. I've now been involved with the PSP program on the local, state and national level for over 10 years. Once I was familiar with the application process, I knew there were a number of very qualified professionals out there who probably had everything they needed to receive their PSP, but needed help getting it all put together.

I truly enjoy seeing fellow educational office professionals receive their PSP certification. It's an exciting goal to achieve! Obtaining your PSP shows your commitment to maintaining professionalism in the workplace.

The NAEOP National Conference holds a special PSP banquet to recognize those who have attained their PSP certification. In 2009 the conference will be in Bloomington, MN, and in 2010, it will be just down the road in Kansas City. *I am challenging all of you to set a goal of getting started on your PSP application now so you can be at one of those recognition banquets! I would like nothing better than to make your PSP a reality and celebrate with you at the conference!*

I will make myself as accessible as possible this year to help you with the PSP program. I would enjoy meeting you and presenting a power point presentation at a workshop for your association. If you don't have a local association and would like information, please email me at cpackard@lps.org. I look forward to hearing from you!

Submitted by,
Carol Packard, CEOE
NEOPA PSP Director

Men spend their lives in anticipations,—in determining to be vastly happy at some period when they have time. But the present time has one advantage over every other—it is our own. Past opportunities are gone, future have not come. We may lay in a stock of pleasures, as we would lay in a stock of wine; but if we defer the tasting of them too long, we shall find that both are soured by age.

—Charles Caleb Colton

Committee Reports

Bylaws Committee Report

It's been an exciting year. Mid-year we added a few additional members to our committee. At our board meeting on April 16, 2009 our committee proposed that the following sentence be added to the end of Standing Rule #1 in order to alleviate any confusion as to when a member is entitled to receive a PSP point for membership. "PSP point coincides with paid membership." This was passed at our Spring Conference business meeting.

Standing Rule #1 now reads:

The dues for each fiscal year, July through June 30, shall be determined upon adoption of a budget for the next fiscal year at the Annual Meeting. Current annual dues are: Active members (\$15.00), Associate members (\$15.00), and Retired members (\$10.00). PSP point coincides with paid membership.

Another action that the board approved at our board meeting that did not require a vote was the correction of Standing Rule #10 which contradicts Article IV-Meetings, Section One, the last sentence states "Workshop(s) shall be held in the fall of the year.

Standing Rule #10 now reads:

NEOPA Educational Office Professional of the Year and NEOPA Educational Administrator of the Year both refer to "Fall State Conference" this should be corrected to read "Fall Workshop."

Peg Johnson

2008-09 Bylaws Director

Committee Members: Cindy Knight, Mary Guest, Carol Stephens, Linda Teach, Deb Ryan

* * * * *

2010 NAEOP Annual Conference Plans Underway

Submitted by Gretchen Walker and Mary Guest

The 2010 NAEOP Annual Conference is being hosted by the Central Area states in Kansas City, July 5-9, 2010. Nebraska will be in charge of the registration table on Sunday, July 4; will host the hospitality suite on Monday, July 5; and will host the PSP Banquet on Wednesday, July 7. Gretchen Walker and Mary Guest are co-chairing Nebraska's committee and encourage members of each Nebraska local association to participate in the planning process. Even if you aren't able to attend the conference, there are still many things that need to be done prior to the conference and you will have the opportunity to share your talents, meet and work with some really great people—and earn PSP points! If you would like to be part of this combined effort, please contact either Gretchen (gwalker1@unl.edu) or Mary (mguest2@unl.edu).

* * * * *

Professional Growth Award Winners Announced

Submitted by Joyce Trevett, Awards Director

The Professional Growth Award is given each year at the NEOPA Spring Conference to encourage and reward membership at the State level and to promote attendance at either a State, Central Area, or National conference. Each recipient is asked to write an article about the conference he/she attended and submit it for possible publication in the NEON.

The names drawn at this year's general business meeting and their award amounts were:

Cynthia Knight	UNOPA	\$100.00
Jolene Anne Dunnigan	LPSAOP	75.00
Carol Reed	LPSAOP	50.00
Pat Lundahl	OEOPA	50.00

Congratulations to all the winners! You have until July 31, 2010 to use your award. For a complete listing of guidelines and criteria please see the NEOPA website at <http://neopa.unl.edu/awards.html>.

Committee Reports

Membership Committee End-of-Year Report

As we wrap up the 2008-09 academic year, we simply must acknowledge that it has been a very busy year for NEOPA.

We had 39 members who, for one reason or another, did not renew their membership; but on the other hand we had 27 new members (listed to the right) join NEOPA. Please welcome them enthusiastically, and encourage them to jump in with both feet and get involved as the opportunities and rewards are endless!

Thanks to those who have been busy recruiting, our membership count now stands at 208! Your efforts are truly appreciated, but we can do better, right? Since Nebraska will be hosting the Central Area Professional Development Day in conjunction with the NEOPA Spring Conference in the spring of 2010 **and** co-hosting the National Conference in July of 2010, the membership committee challenges all members to actively recruit new members and encourage the involvement of all current members. Many hands make light work!

Submitted by,
Carol Reed, Membership Committee Director

2008-0009 New Members

LAST NAME	FIRST NAME	LOCAL ORGANIZATION
Adams	Betty	LPSAOP
Artz	Joann	LPSAOP
Batt	Lana	No Affiliation
Boone	Donna	UNOPA
Cunningham	Jaime	LPSAOP
Cunningham	Judy	OEOPA
Domina	Lisa	LPSAOP
Fisher	Denise	NDEOPA
Fournell	Alice	NDEOPA
Gallardo	Sherry	LPSAOP
Hoffart	Kathy	LPSAOP
Jaber	Carol	LPSAOP
Jacobs	Betty	UNOPA
Kamble	Linda	NDEOPA
Kluver	Jenni	LPSAOP
Kubik	Nicole	LPSAOP
Longan	Bitsy	NDEOPA
McEntarffer	Betsy	LPSAOP
Moorhouse	Jane	LPSAOP
Olson	Renee	WEOPA
Proffitt	Margaret	LPSAOP
Scheuler	Nancy	LPSAOP
Schneider	Jane	UNOPA
Svoboda	Kathy	Millard Public Schools
Thomas	Gayle	LPSAOP
Vaughn	Beth	LPSAOP
Wenzl	Susann	NDEOPA

NEOPA Professional Growth Award Winner Articles

Once again, it was a great experience getting together with fellow state association members, being motivated by speakers, and being part of the installation of new officers.

We were greeted with a delicious continental breakfast, then welcomed by co-chairs Debbie Hendricks and Diane Wasser, President Becky Hastings, Diane Siefkes (Project Coordinator for SCC), and Mary Guest. All are appreciated in the role they serve.

After the flag ceremony, we heard our keynote speaker Kris Thaller. She gave us some great insight on knowing our playing field, ourselves, our purpose, and how to use it. I always enjoy a new perspective on understanding myself and others. Kris gave us a lot to think about.

The lunch was more like a first class dinner! So good! And once again, a time to reconnect with friends and colleagues we don't always get to spend time with. The business meeting was conducted during this time, as well as the installation of officers.

I attended the breakout sessions "Moving Onward and Upward" by Chris Timm and "Shining Through the Occasional Cloud" presented by Suzanne Drew. Both were well done and informative.

I'm looking forward to the next one.

Submitted by Carol Packard, CEOE
Lincoln Public Schools



Diane Siefkes, Project Coordinator for Southeast Community College, welcomes the NEOPA members to campus for their Spring Conference April 17, 2009

Give the world the best you have and the best will come back to you.

-- Madeline Bridges

NEOPA Professional Growth Award Winner Articles

I attended the NEOPA Spring Conference on April 17th where the Keynote Speaker Kris Thaller, a certified Life Coach, helped guide us through the ideas to live our life with a greater sense of purpose and ease.

Life coaching helps individuals get from where they are to where they want to be. It is a simple, fast, and powerfully effective means of creating a positive change. The basic premise of the workshop was that "we are all here to contribute our unique gifts in order to make a difference in ones lives and the lives of those around us."

Success is consistently doing what you said you'd do with clarity, focus, ease, and grace. Each of us has a reason behind our intentions – Reality is the name of our playing field – A goal is not a task; a goal is a joy or pleasure – Life is unpredictable. These are a few of the ideas out of the session.

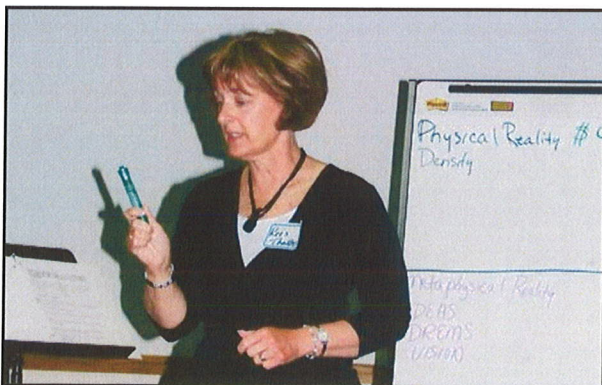
During lunch we had a general meeting, and said good-bye to Becky Hastings as President, for 2008/2009, and installed Carol Reed as the new President, for 2009/2010. Lisa Morehouse installed the officers.

I also attended "Putting Your Best Foot Forward" with Gina Larson. She explained by using your unique talents, you become aware of others. We did a "test" that would show our talent intersections. We wrote down five things we enjoyed doing and five things we do to produce good results. The intersection of these two helped you understand your talents.

The last breakout session I attended was "Shining through the Occasional Cloud" with Suzanne Drew. It was a lively conversation, when we each made out our Motivation and Drive sheets. We learned if we were people of achievement, power or affiliation and how we work together or apart. It was a very interesting session.

The day ended with the retiring of the flags. We all went home with new thoughts and ideas to help us with the upcoming situations we will be experiencing at our workplace. It was a very enjoyable day spent with good friends, food, and ideas.

Submitted by Linda S. Hansel, CEO
Lincoln Public Schools



Kris Thaller, Certified Life Coach, was the keynote speaker for the morning session of the 2009 NEOPA Spring Conference



Lisa Morehouse (with microphone) installs the 2009-2010 NEOPA Officers (from left to right): Becky Hastings, Sue Gilleland, Linda Teach-for Kim Bates, Mary Guest, Diane Wasser, and Carol Reed.

The NEOPA Spring 2009 Conference was held April 16-17, 2009 at SECC in Lincoln, NE. The keynote speaker for the morning session was Kris Thaller, Certified Life Coach. Her presentation "Step Up to Success" was very informative. She stressed three purposes in life: 1) make dreams a reality; 2) learn from the challenges and lessons along the way; 3) contribute what we learn for the benefit of others. We can use the lessons learned and apply them to our work and everyday life. It is important to have goals in life and also to learn new ideas.

Lunch, a business meeting, and installation of 2009-10 NEOPA Officers were held after our morning session.

There were four different afternoon sessions, and we could choose two of these sessions to attend. The first one I attended was "Putting Your Best Foot Forward" and was presented by Gina Larson, Certified Career/Transition Coach and Instructor at Doane College. She talked about everyone having talents. Talents are involved in everyday life even though we may not think of it as a talent. You can find ways to incorporate your talents in the workplace. Our presenter stressed to always put our best forward by using our talents.

The second session I attended was "Shining Through the Occasional Cloud" presented by Suzanne Drew, UNL-Lincoln Facilities Management & Planning. We discussed in the workplace how we can accomplish many things if we have the right people working together. Suzanne talked about how people are motivated by different things. We also discussed difficult behaviors we see in the workplace: 1) those who want to be in charge; 2) those who are negative; 3) condescending; and 4) people who won't communicate.

The entire conference was very informative. I took a lot of great ideas back to the workplace. Information was given to us on the Nebraska Educational Office Professional Association 2009 Fall Workshop which will be held October 1-2 in Omaha, NE hosted by the Omaha Educational Office Professional Association (OEOPA).

Submitted by Joyce Ahlberg
Lincoln Public Schools

NEOPA Educational Administrator of the Year Guidelines

NEOPA EDUCATIONAL ADMINISTRATOR OF THE YEAR Guidelines

1. The candidate must be nominated by a NEOPA member.
2. The original and three (3) copies of the application must be submitted. DO NOT send scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by the sponsoring association at one time.
3. Application materials must be POSTMARKED by AUGUST 31. All forms must be typed or printed with a ball point pen.
4. The winner will be announced at the NEOPA Fall Conference.
5. An inscribed plaque, monetary cash award of \$100, and a one-year NEOPA membership will be presented to the winner at the Fall Conference. All nominees will receive a certificate to commemorate their nomination and will be recognized at the presentation ceremony at the Fall Conference.

ELIGIBILITY

1. Candidate must be currently employed as an educational administrator in the State of Nebraska.
2. Candidate must have been employed as an educational administrator for five years.
3. Candidate must be a member of the national educational association which represents his/her professional occupation.

CRITERIA FOR JUDGING

1. Recommendation of Nominator (Form I, page 1)..... 25%
2. Experience in Education Field (Form II, page 1)..... 10%
3. Educational (academic) Background (Form II, page 1)..... 5%
4. Membership/Leadership Responsibility in Professional Associations.... 5%
(Form II, page 1)
5. Personal Contributions and Achievements in Education (Form II, page 2) 10%
6. Local/State/National Awards Received Relative to Work in Education.... 5%
(Form II, page 2)
7. Support of Educational Office Professionals (Form III, page 1)..... 25%
(To include evidence of nominee's encouragement of employees to actively participate in professional organizations and continuing education.)
8. Letters of Recommendation (maximum of 3)..... 15%
(Letters of recommendation should address the nominee's use of organizational skills on the job, demonstration of leadership abilities, involvement in professional organizations, ability to motivate employees and/or departments, and openness to employee suggestions and complaints regarding overall operations.)

IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL

NEOPA Educational Administrator of the Year Nomination Packet

If you have an administrator that you would like to nominate for the “NEOPA Educational Administrator of the Year” award, fill out the packet of information that begins with the page shown below. Please go to the NEOPA website at <http://neopa.unl.edu>, then click the awards button and scroll down to the appropriate award and select it. Good Luck to All!!

Nomination packets must be postmarked or received by August 31, 2009!

**Nebraska
Educational
Office
Professionals
Association**



NEOPA EDUCATIONAL ADMINISTRATOR OF THE YEAR

**Mail the original and three copies of this application,
postmarked by August 31 to:**

NEOPA Awards Director
PO Box 83872
Lincoln, NE 68501-3872

Central Area News

**Lola Young, CEOE
Central Area Director**



**Mark your
Calendars**

**July 20-24, 2009
NAEOP 75th
Annual Conference
Bloomington, MN**



**Central Area
Breakfast
Thursday, July 23
from
7:30 to 9:45 a.m.**

Central Area Breakfast

Before you know it, we will all be together in Bloomington, Minnesota! Each one of us will be charged with noting those items that go well during the conference and those we can improve on. This will make us more prepared to host the events assigned to each of our states next summer when we host the conference in Kansas City!

I hope that when you filled out your conference registration form, you registered for the Central Area Breakfast. At our breakfast meeting, each state will give updates on their plans for 2010. As we do every year, we will take some time to recognize our member's professional accomplishments. And, we will have something concrete to look at, and hopefully vote on, as we consider implementation of the proposed Central Area Scholarship.

We look forward to seeing you in Minnesota!

2010 Central Area PDD

Start planning now to be in Lincoln, Nebraska on April 23-24, 2010, when Nebraska will host the Central Area Professional Development day in conjunction with the Nebraska Educational Office Professionals Spring Conference. Our co-chairs, Mary Guest and Gretchen Walker have chosen the Holiday Inn Downtown at 141 N. 9th Street. This hotel recently underwent a multi-million dollar renovation which included the addition of several nice amenities to each room. The hotel rate will be very affordable at \$89.00 per night, one or two guests, (plus tax of course). Parking will be free with your room or \$3/day if you are not staying at the hotel.

The Holiday Inn Downtown is located in Lincoln's Historic Haymarket District. This area features great and diverse restaurants, unique shopping (including antique shops), and fun nightspots located among restored turn-of-the-century warehouses that make the area sizzle with activity. Art galleries and the first micro brewery in Nebraska draw visitors day and night.

Make sure you mark this event on your calendar and join us in Lincoln for some professional growth, networking, and some good old fashioned fun!

NAEOP 2010 Notes

The 2010 conference is feeling more and more like "reality" all the time. Contracts were sent to both keynote speakers and I've even received one of them back already!

I'm sure all of the states are not only in the thick of fund-raisers to cover the costs for their events but also attending meetings to finalize plans for their events. I know Nebraska had another meeting in conjunction with our state meeting in April. Everything is beginning to take shape and soon the pieces will all be fitting together.

If you have not been called upon to let your talents shine, please call or e-mail your state leader and volunteer. Your help will be the key to our success in making the 2010 Kansas City conference a success. What an excellent opportunity to make new friends, build on current talents, or develop new ones.

Our entire group will meet in Minneapolis this coming July. Don't be surprised if you are asked to assist with issuing the invitation to all of our NAEOP friends at the general session in Minnesota. More details will follow as the co-chairs for the conference and institute share them with me.

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

—John Quincy Adams

NAEOP Membership Form

Membership Form for the National Association of Educational Office Professionals

Membership Type:	<input type="checkbox"/> Active - \$45	<input type="checkbox"/> Retired - \$25
<input type="checkbox"/> Associate - \$45	<input type="checkbox"/> Institutional - \$80	<input type="checkbox"/> Corporate - \$55

Membership Application Continuous Membership (12 full months)

- ☐ New Membership ☐ Renewal Membership Membership Number:
☐ Magazine Annual Subscription - \$25 ☐ Magazine Annual Subscription (Retired) - \$10

-All fees must be paid in U.S. Dollars
 -Outside of U.S. special postage and handling charges apply. Please add an additional \$15.
 -Active membership fees include a one-year subscription to the associate magazine.
 -Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:			
Job description:			
<input type="checkbox"/> Elementary <input type="checkbox"/> Middle School/Junior High <input type="checkbox"/> Secondary/High School <input type="checkbox"/> Higher Education <input type="checkbox"/> State Department <input type="checkbox"/> Administration <input type="checkbox"/> Career & Technical Education <input type="checkbox"/> Retired <input type="checkbox"/> Other:			
Name:			
Address:	City:	State:	Zip:
Home phone:	Office phone	Ext.	
Fax:	Email:		
Recruited by (Name):			
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa			
Cardholder's Name:			
Card Number:		Expiration Date:	
Signature:			

Mail or Fax to:

NAEOP
 PO Box 12619
 Wichita, KS 67277-2619
 Fax: 316-942-7100

The National Association of Office Professionals
 Membership form is available on-line at:
<http://www.naeop.org/forms/Membership%20Form.pdf>

NEOPA Membership Form



NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

MEMBERSHIP FORM
July 1, 2009 – June 30, 2010

Type of Membership:

☐ Renewal: member number: _____
☐ New: recruited by: _____

Classification: ☐ Active \$15.00 ☐ Associate \$15.00 ☐ Retired \$10.00

PERSONAL DATA

Name _____ PSP Level _____
Street Address _____
City _____ State _____ Zip Code _____
Home Telephone _____ Birthday (Month/Day) _____
E-mail Address _____

EMPLOYMENT DATA

Educational Institution _____
School/Department/Box# _____ Office Telephone _____
Street Address _____
City _____ State _____ Zip Code _____
Name of Supervisor and Telephone _____

LOCAL

☐ I am a member of a local association: _____

NATIONAL

☐ I am a member of the National Association of Educational Office Professionals (NAEOP)

I would like more information regarding:

☐ National association (NAEOP)
☐ Professional Standards Program (PSP) certification

STATE

I'm interested in working with the following NEOPA committee(s):

☐ Finance ☐ Field Service ☐ Awards ☐ Bylaws
☐ Nominating ☐ PSP ☐ NAEOP Liaison ☐ Newsletter
☐ Ways & Means ☐ Membership ☐ Publicity ☐ Scholarship
☐ Information Technology ☐ No preference, will help anywhere

Make check payable to NEOPA and mail with membership form to:
NEOPA Membership Director
P.O. Box 83872
Lincoln, NE 68501-3872

Check Number _____



The Nebraska Educational Office Professionals Association membership form is available on-line at:
<http://neopa.unl.edu/pdf/Membership%20Form%202009-10.pdf>

Affiliate News

WEOPA—Wayne Educational Office Professionals Association—Highlights

Submitted by Angie Fredrickson, WEOPA Vice President

Spring is officially here and it seems to bring with it added energy. With the economy in the dumps, it is so wonderful to have some positive energy floating around our offices. The sunny skies, warmer temperatures, and blossoming flowers seem to give us a “can do” attitude.

WEOPA held its January meeting at the P.V. Library in the Carhart Science building. Following our meeting, Professor Todd Young gave an educational presentation at the Fred G. Dale Planetarium about the solar system, various constellations, and galaxies.

After our February meeting, Professor Catherine Rudin gave a presentation on a grant project, for which she is a co-grantee. She and several others are working on creating a dictionary for the Omaha and Ponca languages. She talked about how important it is to have a written record for these diminishing languages to help preserve the heritage of these tribes.

The setting for our March meeting and lunch was the Coffee Shoppe in downtown Wayne. Following the meeting the group ventured over to dianne's to browse all of her wonderful merchandise. The group also reserved dates with her for crochet and embroidery classes.

The April meeting was followed up with Jenny Keiser giving a presentation on scrapbooking. Seven of our members also traveled to Lincoln for the 2009 NEOPA Spring Conference on April 17, 2009.



WEOPA members attending the 2009 NEOPA Spring Conference in Lincoln, NE are: (from left to right) Sharon Fleer, JeanneAnn Kardell, Joyce Trevett, Tammy Meier, Lucille Peterson, Linda Teach, and Suzanne Penn.



Deb Daehnke, (left photo) Amanda Hank, & Linda Teach (right) along with others raked, weeded and bagged “berm trash” in clean-up efforts at the WEOPA Plaza before May Commencement.

As an ongoing service project WEOPA members help in maintaining the berms around the WEOPA Plaza and Fountain. Prior to Commencement, May 9th, weeding and general clean up took place. Later in May we will be planting new flowers and having another weeding session. It is a beautiful area of campus and several of our members have extensive gardening knowledge and have chosen some great flowers and grasses to have planted there!



Views of the beautiful & colorful (weed & debris free) berms and the soothing fountain at the WEOPA Plaza on the Wayne State College Campus.

Several upcoming events that our members are looking forward to are:

- * Our annual Bosses' Luncheon which is planned for May 26th with a “Wines of Nebraska” theme;
- * Ladies' Night Out which is planned for June 26th—members will travel to the Kreycik Elk & Buffalo Ranch near Niobrara, Nebraska for a tour and then off to an interesting place for an evening meal together;
- * and the NAEOP Annual Conference in Bloomington, MN July 20-24, 2009.

Affiliate News

UNOPA—University of Nebraska Office Professionals Association—Highlights

Submitted by Mary Guest, CEOE, UNOPA President

It has been a busy year for UNOPA, and I can't believe how fast it has gone! Peg Johnson, President-Elect and Program Director, and her committee have done a great job this year lining up speakers for our monthly meetings. Speakers have included:

- Linda Crump, Assistant to the Chancellor, and Director of Equity, Access and Diversity Programs, and President of the Nebraska Bar Association.
- Professor ZB Mayo, 2007 Nebraska Educational Administrator of the Year and 2008 National Association Educational Administrator of the Year.
- State Senator Tony Fulton spoke on the Guardian Angels Homecare Program.
- Jennifer Dam, Campus Planner in Institutional Research and Planning,
- Ken Dewey, professor of climatology in the School of Natural Resources, and climatologist with the High Plains Regional Climate Center. Dr. Dewey is a well known speaker and shared some of this experience working with storm tracking.
- Lorene Bartos, Extension Educator, provided tips on conserving energy and saving money.

Our Career Development Committee provided two professional development workshops this year. In October, they presented "The Spoke—Not the Wheel." This workshop was held in two parts: 1) a panel of "spokes"—Debbie Hendricks, Linda Arnold, and Beth Griffin; and 2) a panel of "wheels"—Dean Jack Oliva, Professor ZB Mayo, and Dean Ellen Weissinger. In February, Sandra Stockall presented "Wow! That Felt Great!" based on the popular Fish philosophy. Workshop participants left with knowledge on how to choose their attitudes and ideas to raise morale at work and to make the work day more enjoyable.

Debbie Hendricks held monthly PSP workshops affording UNOPA members the opportunity to get one-on-one help in compiling their PSP applications. Tonda Humphress was notified in April that her application for PSP certification was approved for Option II, Bachelor Degree. Over the year, Debbie worked with many UNOPA members who are very close to achieving their certification.

The service projects UNOPA took on this year had a military theme. First, as President of UNOPA, I had the opportunity to choose the recipient of our 50/50 funds, and I chose the Veteran's Memorial Garden located in Antelope Park. Sandy Lineberry's son is stationed at the hospital at Baghran Air Force Base in Afghanistan, and Sandy led the effort to collect socks for the children of Afghanistan that are treated at the hospital. UNOPA members responded to the call and donated over 550 pairs of socks! As a final project, I collected used cell phones at our May general meeting to be donated to the Cell Phones for Soldiers project. Once again, UNOPA members responded and 12 cell phones were collected. Once the cell phones are donated, they are sold to a company that recycles them and then the profits are used to purchase calling cards for soldiers serving overseas.

This year, Cindy Knight, Corresponding Secretary, chose the CEDARS Foundation, and specifically teenagers living at CEDARS, as the recipients of this year's Giving Tree. Gifts were collected and delivered to CEDARS in December.

UNOPA presented several awards this year. In November, Beverly Russell, Assistant Director of Extended Education and Outreach, received the 2008 Floyd S. Oldt Boss of the Year award. In February, Pamela Hanks received the Floyd S. Oldt Outstanding Staff award; and Donna Boone and Sandi Jones received the Floyd S. Oldt Silver Pen awards. Stipends for these awards are provided by the Floyd S. Oldt fund. In April at our Past President's luncheon, Karen Jackson received the Rose Frolik award. The annual Rose Frolik award was created to recognize a University of Nebraska Office Professionals Association (UNOPA) member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose is an enthusiastic, energetic person who challenges life and feels that *how* you do your work may be a lot more important than *what* you do.

Debbie Hendricks and Diane Wasser co-chaired the 2009 NEOPA Spring Conference on behalf of UNOPA. Debbie and Diane lined up great speakers and 106 people attended the conference. It was a day full of very useful information, and included Carol Reed's installation as NEOPA President.

Affiliate News

UNOPA article continued

Our last general meeting of this academic year was held on May 12. This meeting featured the installation of the 2009-2010 UNOPA officers and directors. The officers include:

Peg Johnson, President
Mari Greer, President-Elect
Donna Boone, Recording Secretary
Beth Zager, Corresponding Secretary
Belva Harris, Treasurer

Under Peg's leadership, I'm sure UNOPA will have another successful year!

As this year comes to a close, fourteen UNOPA members are making plans to attend the NAEOP annual conference in Bloomington, Minnesota this summer. Lola Young, Central Area Director, will conduct the business meeting at the Central Area breakfast, and this will also provide a time for members from all the Central Area states to continue making plans for hosting the 2010 NAEOP annual conference in Kansas City. I look forward to seeing many of you in July in Minnesota!

* * * * *

LPSAOP—Lincoln Public Schools Association of Office Professionals—Highlights

Submitted by Lila Comer, LPSAOP President

As we come to the tag, or end, of our SONG, G is the last letter! G could stand for Go, as in Go Forward. That is exactly what LPSAOP has done this year! I am very excited about the implementation of our newsletter being sent electronically, saving us financially and helping to save a tree or two.

We have made some other changes in the By-laws which will enable more members to take advantage of our financial support as they attend workshops and conferences. A lot of us are fortunate to have support within our departments/schools, but for those of us that do not; this has proven to be very beneficial.

We made a change in venue this year for our Spring Dinner and it was wonderful. The scenery, food and atmosphere was outstanding, as we honored our retirees, presented two scholarships, and installed our new officers. I would like to welcome Susan Bell, CEOE, President; Jessi Stilwagon, CEOE, President-elect; Peg Aldridge, CEOE, Secretary; and Linda Hendrix, CEOE, Treasurer, as leaders and the Board of Directors for LPSAOP! Next year will be great, as you work with the directors that will be on board, working together for all of our members.

We also honored and recognized 15 members for their PSP achievements! Hip, Hip, Hooray to each one of you. Our PSP Committee works very hard for our members and this year's numbers is verification of that fact.

I want to thank you for your support, friendship and leadership throughout the year. Whether you were a member that I encountered socially, a committee member or on the Board of Directors, everyone had an important part in our song this year.

"When you worry and hurry through your day – it is like an unopened gift – thrown away. Life is not a race. Take it slower! Hear the music before the song is over!"

Real optimism is aware of problems but recognizes solutions; knows about difficulties but believes they can be overcome; sees the negatives, but accentuates the positives; is exposed to the worst but expects the best; has reason to complain, but chooses to smile.

-- William Arthur Ward

Affiliate News

NDEOPA—Nebraska Dept. of Education Office Professional Association—Highlights

By Susann Wenzl, Publicity Director

Networking Across State Lines

The Nebraska Department of Education Office Professionals Association (NDEOPA) was very excited to have special visitors at our general meeting in March. Theresa Cote', Beverly Smith, and Linda Wallis from the Kansas State Department of Education Association of Educational Office Professionals (KSDE AEOP) made the trip to Lincoln, Nebraska. Theresa is past president of KSDE AEOP and works in the Deputy Commissioner's office at KSDE. Beverly is the current KSDE AEOP President, and Linda Wallis serves as treasurer and works in the auditing department at KSDE.



Theresa Cote', Linda Wallis, and Beverly Smith
Members of the Kansas State Department of Education Association
of Educational Office Professionals.

It was enlightening to be able to meet one-on-one with them here in Lincoln! We had a wonderful lunch together, and then they attended our business meeting and spoke with us. We learned about how KSDE is run, and we were able to compare some of our challenges as office professionals with theirs. We also learned about their long-standing association and some of their programs and ideas. Theresa and other KSDE officers have been helpful throughout our process of beginning our local association at the Nebraska Department of Education.

A great piece of networking took place during their visit to Lincoln. Theresa, Bev, and Linda had spoken about their time entry recording at KSDE. They are still using a very time-consuming, paper-based system. We were able to share with them how we submit our time electronically each month. After our meeting, the KSDE members were able to visit with Paul Haas, in our Accounting Department, to learn about how our time keeping system is set up. We were also able to share information about KSDE's Employee Recognition Program with our HR Department. We hope they keep in touch and that this will lead to continuous networking between KSDE and NDE.



Looking Ahead



Save the Date!

2010 Central Area Professional Development Day/ NEOPA Spring Conference

April 23-24, 2010
Holiday Inn Downtown
Lincoln, Nebraska

Co-Chairs:

Gretchen Walker (gwalker1@unl.edu)
Mary Guest (mguest2@unl.edu)

Watch for more details regarding the conference and opportunities for you to be involved! Please contact Gretchen or Mary with questions, ideas, suggestions, or if you just want to volunteer to help!

2010 NAEOP Annual Conference Needs You

The 2010 NAEOP Annual Conference is being hosted by the Central Area states in Kansas City, July 5-9, 2010. Nebraska will be in charge of:

- * staffing the registration table on Sunday, July 4;
- * hosting the hospitality suite on Monday, July 5;
- * and hosting the PSP Banquet on Wednesday, July 7.

Gretchen Walker and Mary Guest are co-chairing Nebraska's committee and encourage members of each Nebraska local association to participate in the planning process. Even if you aren't able to attend the conference, there are still many things that need to be done prior to the conference and you will have the opportunity to share your talents, meet and work with some really great people—and earn PSP points! If you would like to be part of this combined effort, please contact either Gretchen (gwalker1@unl.edu) or Mary (mguest2@unl.edu).

NAEOP Spring Institute

Niagara Falls in March

Submitted by Carol Reed, CEOE

Amy Chandler and I, Carol Reed, had the opportunity to attend the 2009 NAEOP Spring Institute in Niagara Falls, NY on March 26, 27, & 28. There were fifty six women in attendance, from across the country. The Institute began on Thursday evening, with a dinner and a workshop entitled "Life is Not a Dress Rehearsal: Your AMA (Ability, Motivation & Attitude)", presented by Linda Tribble, NAEOP President.

The presenter for Friday & Saturday was Joseph G. Pelizza, P.T. Joe is a licensed physical therapist practicing outpatient orthopedic care in North Chatham, NY. His presentation was entitled "Habits of Happy, Healthy and Productive People." Each session focused on a different topic. Friday morning was "Eight Mental Thoughts for Success"; Friday afternoon was "Balancing Work & Life". Saturday morning was "The Common Link in Stress and Motivation", and Saturday afternoon was "Keys to Effective Team Building and Physical Wellness." His presentations were fantastic. He kept the audience involved and entertained! Joe's work with patients has taught him that how you think can impact positively or negatively on your wellness and energy levels. This institute was well worth going to New York to attend!!!



Joseph G. Pelizza, P.T.
Institute Presenter



Betty Foley, Carol Reed, Amy Chandler

We did have time for networking and some sight-seeing!

A special "Thank You" to Betty Foley from Washington State. She had previously lived in the Niagara Falls area and volunteered to pick us up at the airport and became our sight-seeing guide. What a thoughtful gesture!

The falls were awesome, especially from the Canadian side! Here are a few photos of the falls to enjoy.



Fun Niagara Facts:

- * A natural phenomenon second in size only to Victoria Falls in Africa, Niagara Falls sees between four and six million cubic feet of water go over its crest every minute. The Falls are 188 feet high, with the deepest section of the Niagara River just at their base-going down 170 feet. The rim of Horseshoe Falls measures 2200 feet across-the same height of Yosemite's famous Cathedral Spires.
- * In 1848, Niagara Falls actually stopped flowing for 30 hours when ice fields from Lake Erie jammed at the source of the river.
- * The first person to attempt to go over Niagara Falls in a barrel was a 63-year-old woman. Seeking fame and fortune, schoolteacher Annie Taylor loaded herself - and her cat - up in a barrel and descended over the falls in 1901. She survived.

Helpful Hints & Tips

Seven Steps to Successful Project Management

Anyone can become a master project manager, no matter the size or scope of the task at hand. Follow these seven vital steps to help ensure smooth sailing and successful project completion:

1. **Set a goal:** While this will definitely take time and energy since it requires exceptional communication and project clarity, your project won't be successful without setting a goal
2. **Determine the project objectives:** Unclear objectives will cause confusion, frustration, anger, repetition of work, and a missed deadline while you figure out just what the project was really supposed to accomplish
3. **Establish checkpoints:** Checkpoints let you know where you are in the process and if you are ahead or behind
4. **Keep all team members informed:** Team members will not be happy to find out that they wasted three hours on a task that you forgot to tell them was no longer needed. Communicate, communicate, communicate and then communicate again.
5. **Empower yourself and project team members:** Many project leaders find it difficult to give team members the true power they need to succeed on the project. Total control will likely lead to total failure. Remember to trust your team members, and empower them to carry out the task you have assigned.
6. **Encourage creativity:** Team members can be an excellent source of ideas since they each bring their own unique experiences to the table. Don't hesitate to rely on them for successful problem solving. You may be pleasantly surprised at their inspiration.
7. **Reinforce the commitment and excitement of team members:** When team members feel empowered and have a sense of project ownership, they will be willing to "go the extra mile" for the project--and you. Excited and committed team members will pay huge dividends to you as the project leader, the project and your company.

—Article reprinted from the *Skillpath Seminars eNewsletter*, June 2009.

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Climbing the Ladder

What tricks get your résumé noticed?

Your résumé is a very big part of job hunting, but few people know how to write one properly. Not getting the interviews you want? Then your résumé may need some polishing! Follow these simple tricks and your résumé will get noticed.

Use a header that grabs attention.

When applying electronically, write to grab the reader's attention. Reference the job number or position and tell the recruiter more about yourself. Use something like "experienced marketer available for direct mail position."

Focus on the job that you're seeking.

Generic résumés are usually not very effective. Review the description of the job that you're applying for and then list your skills, knowledge and strengths that match the job. Use industry jargon to show what you know and how it pertains to the job.

Keep your objective to the point.

Your objective should sum up your desired position and unite it with your skills and experience. Power words like "dynamic," "experienced" and "qualified" should be used. This will grab the recruiter's attention, making them want to know more.

Use your résumé as a marketing tool.

Your résumé is a tool that should help you sell yourself to employers. Structure it in a way that's easy to read, gets their attention and lands you an interview. Use bulleted lists and brief descriptions to explain your experience and skills.

List your strengths in the first third of your résumé.

You have approximately 30 seconds to sell your résumé before a reader moves on to the next one or arranges for an

interview. So, you must have a powerful objective and move right into your experience and skills. Try using symbols like % and \$ because they always stand out. For example, "Led a group that increased sales by 45%."

Your résumé is a tool to get you the interview, not the job itself.

It's not necessary to provide every detail for every job you've ever held. Call attention to the jobs that you have had that tie into the position you're seeking. List your main jobs in one section of the résumé and list the less important ones under a heading "Miscellaneous (or Other) Employment."

Use action words.

Using words like "implemented," "negotiated" and "conceptualized" in your descriptions will really make your résumé stand out. Action words always let your potential employer know that you're a go-getter and are ready to be assertive.

Make your résumé an easy read.

Use bullet points and steer away from long paragraphs; this will make your résumé easy to read and follow. Since you don't want anything to distract the reader from what you can do and your qualifications, always be clear, concise and to the point.

--Reprinted from *The Quill Pen Pal*,
June 1, 2009 at <http://morsescode.quill.com>

NATIONAL CONFERENCE NEWS

2009 NAEOP Conference and Institute Bloomington, Minnesota July 20-24, 2009

Diamond Opportunities

Your friends in Minnesota are ready to welcome you to the celebration of 75 years of Service-Information-Recognition-Fellowship. The NAEOP Annual Conference and Institute is being held in Minnesota July 20-24, 2009.

Minnesota is known as the "Land of 10,000 Lakes," when actually we have 11,842. The state flower is the lady slipper; state bird is the loon; state tree is the Norway pine; and state fish (yes, we have a state fish) is the walleye.

Minnesota became the country's 32nd state on May 11, 1858. We are currently celebrating our sesquicentennial. Minnesota is the home of Medtronic, General Mills, Green Giant, Hormel, Schwan's, Northwest Airlines, to name a few; and we lay claim to two United States Vice Presidents: Hubert Humphrey and Walter Mondale. Other notable Minnesotans are: Loni Anderson, Bob Dylan, Prince, The Andrews Sisters, polar explorer Ann Bancroft, golfer Patty Berg, Herb Brooks, Judy Garland, Billy Graham, aviator Charles Lindbergh, actress Jane Russell, author LaVyrle Spencer, Cheryl Tiegs; and of course, Lake Wobegon and Jesse Ventura.

Tourism is a major revenue producer in Minnesota, with arts, fishing, hunting, water sports, and winter sports bringing in millions of visitors each year. The state is rich in natural resources. A few square miles of land in the north in the Mesabi, Cuyuna, and Vermillion ranges produce more than 75% of the nation's iron ore. The state's farms rank high in yields of corn, wheat, rye, alfalfa, and sugar beets. Other leading farm products include butter, eggs, milk, potatoes, green peas, barley, soybeans, oats, and livestock. Minnesota's factories produce non-electrical machinery, fabricated metals, flour-mill products, plastics, electronic computers, scientific instruments, and processed foods. The state is also a leader in the printing and paper-products industries.

There are many opportunities for entertainment in the Minneapolis/St Paul area. Sports abound (baseball, football, basketball, hockey); and you can find orchestra, opera, art museums, dinner theater every day of the week. One of our most famous claims to fame is the Mall of America.

The Conference Committee has planned many activities for your professional development and for your personal development. We know you will have a wonderful time in Minnesota. We are looking forward to serving you while you are here.

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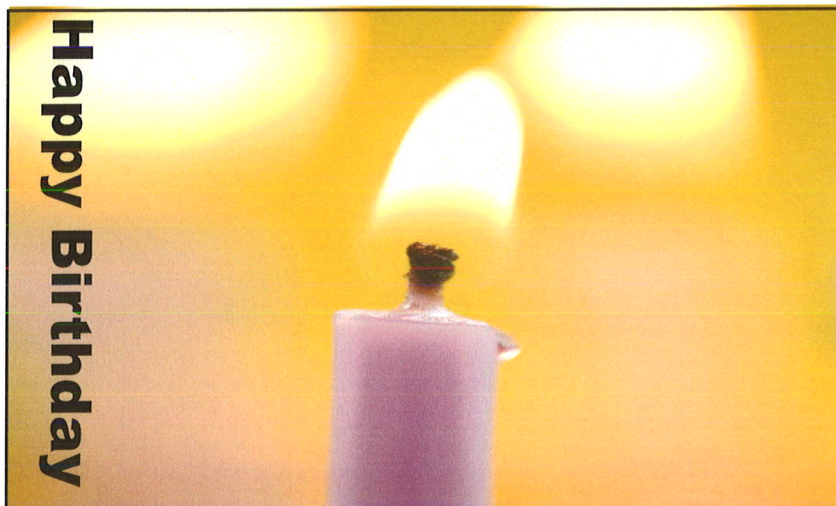
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This article is courtesy of the NAEOP website: www.naeop.org. Please consult the website or your NES Connector for more information and the registration form to attend the 2009 National Conference in Bloomington, MN. Thank you. See you there!

Birthday News

Happy Birthday



MAY

Margaret (Peg) Aldridge..... 5/1
 Dianne Lamb 5/4
 Renée Olson..... 5/5
 Deb Ryan 5/5
 Janelle Kepler 5/7
 Kathryn Schroeder..... 5/9
 Marianna (Mari) Greer 5/11
 Beckey Carstens 5/12
 Lois Brown 5/16
 Judy Anderson 5/18
 Shelley Howard 5/24
 Sarah Baden..... 5/27
 Laura B Biehl 5/27
 Julie Kleager..... 5/27
 Edie Schleiger..... 5/30
 Betty James..... 5/31



JUNE

Sharon Hitzeman 6/1
 Lorraine Moon..... 6/3
 Jenni Kluver..... 6/4
 Audrey Schardt..... 6/5
 Cindy Homung 6/7
 Margaret (Margy) Wagner.. 6/7
 Jane Schneider 6/9
 Theresa Baustert 6/10
 Amanda Hank 6/11
 Kathryn Weins..... 6/11
 Linda Klimm 6/13
 Lila Comer..... 6/14
 Catherine (Kate) Rauscher 6/14
 Debbie Hendricks 6/20
 Robin Klipper-Fischbein .. 6/20
 Jane Lehmann..... 6/22
 Delores Wenz 6/22
 Kathy Bennetch 6/24
 Carol Stephens..... 6/24
 Cherry Cornell 6/30

JULY

Heidi Hermanson..... 7/3
 Linda Luedtke..... 7/5
 Patricia (Tricia) Liedle..... 7/9
 Kathy Hoffart..... 7/12
 Lanette Dunn 7/15
 Debbie Wilson 7/18
 Kitten (Kitty) Slezak..... 7/21
 Jeanne Wenz..... 7/25

AUGUST

Donna Boone 8/2
 Candice (Candy) Johnson... 8/4
 F. Jean Pyle..... 8/8
 Joyce Ahlberg..... 8/9
 Bitsy Longan 8/9
 Dena Hare..... 8/10
 Kimberly Bates 8/11
 Noretta Howard 8/11
 Sheila King 8/13
 Nancy Summers..... 8/13
 Susan Bartlett..... 8/15
 Phyllis Rabe..... 8/16
 Deanna McCoy 8/18
 Elizabeth (Beth) Vaughn .. 8/25
 Lola Young 8/28
 Martha Young..... 8/30

What is your favorite e-card site?

www.123greetings.com/
www.bluemountain.com/
www.hallmark.com/

www.e-cards.com/
www.egreetings.com/
www.jacquelawson.com/